



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**

**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>03-FI-OBP-0031</b>	POSITION: <b>Branch Chief (Health and Human Services)</b>
POSITION SERIES: <b>DS-501</b>	POSITION GRADE: <b>DS-14/1-10</b>
OPENING DATE: <b>October 1, 2003</b>	CLOSING DATE: <b>Open Continuous</b>
IF "OPEN UNTIL FILLED," Second SCREENING DATE: <b>December 16, 2003</b>	SALARY RANGE: <b>\$72,521 - \$93,456</b>
	TOUR OF DUTY:
WORKSITE: <b>1350 Pennsylvania Avenue, N.W.</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>None</b>	NO. OF VACANCIES: <b>One</b>
AGENCY: <b>Office of Budget and Planning (OBP)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is primarily responsible for managing and developing policy for the operating budgets for many District agencies including the Department of Health, Human Services, Parks and Recreation, Office of Human Rights, Office of Aging, DC Energy Office, and Office of Latino Affairs. Responsible for managing the operating budgets of three funds; the Health Care Safety Net, Unemployment Compensation Fund and Disability Compensation Fund. Also responsible for, managing budget-analysts; developing policy; providing input on office policy; providing representation on behalf of the Deputy CFO, and Director of Health, Education, and Human Services; managing/conducting special projects that affect all the financial and budgetary operations of the District's agencies, integrating financial management systems and integrating personnel systems; and crisis management.

**QUALIFICATIONS REQUIREMENTS:** One (1) year of Specialized Experience is required.

**SPECIALIZED EXPERIENCE:** Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SELECTIVE PLACEMENT FACTOR(S):**

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrates a substantive knowledge of major public assistance programs and the provision of public assistance services, including health and mental health services, child welfare and cash assistance programs, as well as community services ranging from substance abuse and job readiness services to parks and recreation and elderly care services.
2. Possesses strong quantitative knowledge and working background for developing and analyzing major programmatic trends within the major government-sponsored public assistance programs.
3. Displays knowledge and skills of budget formulation and execution principles and techniques at the State and/or municipal level of government.

4. Exhibits strong communication and management skills in supervising a professional staff.
5. Demonstrates the experience and ability to work in a proactive manner in a dynamic and changing organizational and/or professional environment.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Setting

**PHYSICAL EFFORT:**

**ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.**

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#).

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Twana Brooks  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

#### **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER